

CONTACT INFORMATION

FACILITY NAME	FACILITY ADDRESS	NPDES PERMIT NO.
CONTACT NAME	CONTACT TITLE	DATE OF ISSUANCE
PHONE NUMBER	FAX NUMBER	DATE OF EXPIRATION

YES NO N/A Source*

CSO outfalls only

permit does not include NMCs

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MGD

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miles

_____ %

_____ %

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[illegible]

laterals

pump stations

diverston chambers

designed CSO locations

flow meters

rain gauge stations

control structures (regulators, diversion structures, weirs, valves)

water quality monitoring sites

non-designed CSO locations

distinction between combined and separate areas

receiving streams

locations of telemetering devices

* (P) Permit; (A) Application for permit; (L) LTCP; (R) Reports submitted; (I) Interview with staff; (D) Direct observation; (O) Other

	YES	NO	N/A	Source*
CSO treatment facilities				
environmentally sensitive areas				
treatment plant location				
How many municipalities discharge to the collection system?	_____			
How many with separate sewer systems?	_____			
How many with combined sewer systems?	_____			
What treatment capacity is available at the WWTP?				
design primary treatment capacity	_____			MGD
design secondary treatment capacity	_____			MGD
peak flow primary treatment capacity	_____			MGD
peak flow secondary treatment capacity	_____			MGD
Which parts of the collection system are owned by the permittee?				
all				
pump stations				
diversion chambers				
sewer pipes (other than private laterals)				
CSO outfalls				
Which parts of the collection system are operated by the permittee?				
all				
pump stations				
diversion chambers				
sewer pipes (other than private laterals)				
CSO outfalls				
Does the permittee have legal agreements with other parties that require those parties to perform tasks required by the NPDES permit?				

IMPLEMENTATION OF NINE MINIMUM CONTROLS

I. PROPER OPERATION AND MAINTENANCE

A. General

Does the permittee have an O & M plan?				
If so, is that plan approved by the permitting authority?				
Does the permittee have a copy of the documentation required under the O&M plan?				
Does the permittee have a process for periodically revising the O&M plan?				
Does the O&M plan specify that some activities are performed by a separate legal entity?				
If so, does the permittee have documentation that those activities are being performed?				

B. Inspections

Does the permittee inspect CSOs? If so, does the permittee inspect:				
CSO outfalls?				
diversion chambers?				
anti-intrusion devices?				
How frequently are CSOs inspected? (e.g. daily, weekly, monthly)	_____			
How frequently are pump stations inspected?	_____			
Does the permittee have documentation of CSO inspections?				
Does the permittee have documentation of the pump station inspections?				

YES NO N/A Source*

Does the permittee have records of collapsed and/or blocked sewers?

Does the permittee conduct CCTV inspections of the collection system?

If so, how many miles of sewer lines are inspected with CCTV annually?

How many equivalent full time staff are dedicated to inspections?

miles

If not, how are collection system equipment malfunctions or other deficiencies identified?

Will the CCTV inspections eventually reach all major (i.e. non-lateral) lines in the system?

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C. Cleaning and Maintenance

Does the permittee have a schedule for cleaning the sewer lines?

For cleaning catch basins?

How are cleaning frequencies for the sewer lines determined?

Does the permittee have procedures for reducing solids deposition in the system?

Does the permittee document sewer cleaning that has been performed?

If so, does the documentation in any way differ from the permittee's schedule for cleaning?

Does the permittee exercise regulators according to a schedule?

Are any regulators not functioning (e.g. rusted in place)?

What is the procedure for documenting and correcting collection system deficiencies?

How many complaints (re: basement backups, other discharges)) are received annually?

How are complaints addressed?

Is a computerized maintenance program used to track work orders? If so, is it used for:

the WWTP?

the pump stations?

the collection system, apart from the pump stations?

	YES	NO	N/A	Source*
Does the permittee have the following records?				
cleaning logs				
citizen complaints				
work orders				
video tape of CCTV inspections				
maps of problem areas				
emergency response plan				
training manuals				
Does the permittee have a grease control program?				
Does the permittee have a root control program?				
Do the maintenance records indicate recurring problems which the program does not seem to be effective in reducing?				

If so, describe:

How many full time equivalent staff are dedicated to sewer cleaning and maintenance? _____

What spare parts for pump stations and CSO regulators are kept in the WWTP inventory?

D. Operation of the Collection System

How many pump stations have a backup power supply? How many of these have:

 dual feed? _____

 on-site generator? _____

 off-site portable generator? _____

How many pump stations have backup pumping capacity if the largest pump goes down? _____

How many times has a pump failure (or inadequate pumping capacity) resulted in a CSO? _____

How many pump stations have permanent flow meters? _____

How many pump stations are monitored remotely? _____

What is the annual operating budget for the collection system? \$ _____

How many miles are operated within this budget? _____ miles

What type of training does the permittee provide to collection system personnel?

Does the permittee have procedures for regulating diversion and bypass valves?

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YES NO N/A Source*

If so, describe:

How many employees currently hold State certification as collection system operators? _____

What flow rate can the WWTP receive before additional flow adversely affects _____

At what WWTP flow rate will the CSOs begin to discharge? _____ MGD

At what precipitation level (e.g. 0.5 inches in 12 hours) will CSOs begin to discharge? _____

II. MAXIMUM USE OF THE COLLECTION SYSTEM FOR STORAGEHas the permittee used a computer model to evaluate storage available in the system?

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If not, what evaluation has the permittee conducted to determine how storage can be maximized?

Does the permittee do a pre-storm drawdown of the WWTP wet well and interceptors to add additional wet weather capacity?

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Which, if any, of the following does the permittee use for storage of untreated sewage?

abandoned pipelines

catch basin storage tanks

earthen basins

first flush tanks

in-receiving water flow balance

in-sewer storage (e.g. raising weirs, regulator adjustment)

lagoons

open concrete retention tanks

closed concrete retention tanks

storage tunnels and conduits

Which, if any, of the following does the permittee use to reduce stormwater inflow:

area drain, foundation drains, and roof leader disconnection

basement sump pump redirection

flow restrictions and catch basin inlet modification

grassed swales and infiltration trenches

infiltration basins

on-street surface storage

porous pavements

stormwater detention basins

stormwater infiltration sumps

If weirs have been raised to maximize storage, at which CSO locations have they been raised?

YES NO N/A Source*

What other practices has the permittee implemented to maximize storage?

Does the permittee require, through service agreements, that contributing separate sanitary sewer systems implement programs to reduce inflow and infiltration?

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Does the permittee have any other program for reducing I/I in portion of the system owned and/or operated by other entities?

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III. REVIEW AND MODIFICATION OF PRETREATMENT REQUIREMENTS

Does the permittee have a pretreatment program?

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What percentage of flow to the POTW is non-domestic?

_____ %

Has the permittee identified industrial users whose discharge could reach CSOs?

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If so, does the permittee have documentation of this evaluation?

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Has the permittee modified its pretreatment program to reduce IU discharge to CSOs?

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If so, do the modifications

prohibit batch discharges during wet weather?

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require detention of industrial discharge during wet weather?

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other:

If the permittee has not modified the pretreatment program, is it because permittee has:

not performed any evaluation of how program could be modified

determined that IU discharge doesn't impact CSOs

determined that necessary requirements would be too costly for IUs

determined that necessary modifications would be technologically infeasible

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Does the permittee have a process for periodic review of the pretreatment program?

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IV. MAXIMIZATION OF FLOW TO THE WWTP

Is the maximum wet-weather WWTP capacity reached during wet weather events?

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If a bypass is used, does the permittee monitor bypass flow rates?

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Is there any evidence that flows are discharged through CSOs and/or bypasses

when the WWTP flow rate is below maximum capacity?

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Are other treatment units available for use during a storm event?

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Has the permittee determined the hydraulic capacity of each pump station?

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Has the permittee determined the hydraulic capacity of each influent sewer?

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Is pump station capacity smaller than interceptor capacity in any portions of the system?

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What other bottlenecks, if any, has the permittee identified in the collection system?

Has the permittee upgraded any pump stations to increase capacity?

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Has the permittee identified any process limitations at the WWTP? If so, what are they?

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How does the permittee become aware of dry weather overflows?

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What are the most common causes of dry weather overflows?

What are the most common causes of dry weather overflows?

What steps has the permittee taken to prevent dry weather overflows at problem locations?

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If so, at which CSO locations?

If so, at which CSO locations?

YES NO N/A Source*

V. CONTROL OF SOLID AND FLOATABLE MATERIALS

Which, if any, of the following methods does the permittee use to control solids/floatables:

baffles
 containment booms/barrier curtains
 continuous deflective separation systems
 floating netting units
 in-line netting
 skimmer vessels
 screens/trash racks

If end-of-pipe controls are used, at which outfalls are they operated?

How often are they cleaned or (for nets) replaced?

How often does the permittee inspect these control structures?

Does the permittee have documentation that these structures are regularly maintained?

How does the permittee measure the effectiveness of its solids/floatables control method?

How many complaints does the permittee receive annually about debris in the stream?

How are such complaints recorded and investigated?

VI. POLLUTION PREVENTION

Which, if any of the following methods does the permittee use to prevent pollution from entering the sewers?

animal waste removal
 catch basin cleaning
 enforcement of litter laws
 fertilizer and pesticide management
 public education programs
 solid waste reduction and recycling
 storm drain stenciling
 street sweeping/cleaning
 water conservation
 household hazardous waste collection
 autumn leaf collection program

How does the permittee document that these methods were implemented?

YES NO N/A Source*

VIII. PUBLIC NOTIFICATION

Does the permittee have a written public notification plan?

Which, if any, of the following methods does the permittee use to notify the public of CSOs?

signs as CSO outfalls
 signs at recreational areas
 Internet site
 flag raising
 newspaper
 radio
 television
 direct mail notification
 reverse 911

If signs are posted, what does the notice on each sign read?

How does the permittee document that these methods were implemented?

Is public access to CSO-impacted waters restricted?

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IX. MONITORING TO CHARACTERIZE CSO IMPACTS ON RECEIVING STREAMS

Which, if any, of the following methods does the permittee use to monitor the frequency and

duration of CSO discharges?

installed sensors and telemetry
 visual survey during scheduled inspections
 visual survey during wet weather
 citizen complaints

Which, if any, of the following methods does the permittee use to measure the impacts of CSOs on receiving streams?

visual survey of receiving stream when CSOs are active.
 biosurveys
 water quality sampling:
 BOD/CBOD
 total suspended solids
 dissolved oxygen
 fecal coliform
 E. coli
 enterococci

Which of the following parameters does the permittee record for wet weather CSOs?

time that CSO discharge commences
 time that CSO discharge is discovered
 time that CSO discharge ceases
 estimated volume of CSO discharge
 measured volume of CSO discharge

YES NO N/A Source*

pollutants in CSO discharge

Are these parameters recorded for all CSO locations?

If not, for how many CSO outfalls are these parameters recorded?

What volume of combined sewage is discharged through CSOs annually? (if known)

What volume of combined sewage is treated at the WWTP annually? (if known)

Effectiveness of Structural Controls

Has the permittee conducted any pilot tests of structural controls?

Has the permittee documented pollutant removal efficiencies?

Has the permittee documented a reduction in CSO volume?

ATTACHMENTS

List of pump stations?

List of CSOs?

NMC language from permit or plan?

Schematic or other diagram of sewer system?

Documentation of NMCs?

Judicial or administrative order?
